



MISSISSIPPI ELECTRONIC COURTS

FIRM BILLING MODULE TERMS AND CONDITIONS

Please review the following information to continue with the registration of a Firm Administrator Account.

1. This system is for use only in cases in those courts which have adopted and implemented MEC by local rule.
2. The Firm Administrator Account can only be used for administrative purposes and does not provide access to case information. An administrator is assigned to the Firm Administrator Account by the organization on its behalf. This individual is responsible for the firm billing process.
3. As Firm Administrator, I must provide accurate and complete information when registering for a Firm Administrator account. I understand I must promptly inform MEC of any changes to that information by updating the account on the MEC website.
4. As Firm Administrator, I have the authority to bind the firm I represent to the obligation to pay any and all outstanding invoices and renewals generated by the Firm Administrator, member attorneys, and staff. All charges associated with each individual account accrue to the Firm Administrator Account, and the firm will be financially responsible for all associated accounts. If the balance on the Firm Administrator account is not paid in full when due, service for all accounts linked to the Firm Administrator account will be suspended. The Firm Administrator Account will be subject to the collection procedures described in these terms.
5. One invoice is generated for the Firm Administrator Account each quarter containing all individual invoices associated with the MEC accounts linked to the Firm Administrator Account. Invoices are also generated and sent to MEC users associated with the Firm Administrator Account; however, these invoices can only be paid through the Firm Administrator Account in a single online transaction. Individual MEC users also have access to view their detailed transaction history.
6. The account being registered is for my use only, as Firm Administrator, unless specifically designated otherwise on the registration form. I am responsible for preventing unauthorized use of the account. If I believe there has been unauthorized use, I must notify the MEC Helpdesk immediately by email.
7. I understand that:
 - There is a fee of \$50.00 for firms with 1-5 users (Tier 1), \$100.00 for firms with 6-10 users (Tier 2), and \$150.00 for firms with 11 or more users (Tier 3) to register for a Firm Administrator Account. There is an annual renewal fee of \$50.00 for Tier 1 firms, \$100.00 for Tier 2 firms, and \$150.00 for Tier 3 firms. The Firm Administrator Account annual fee

covers the annual renewal fees for any attorney and public/staff accounts linked to the Firm Administrator Account, subject to any limitations of current account tier level.

- The firm tier can be upgraded at any time; however, the upgrade fees will not be prorated in any manner. The cost to upgrade a firm tier is \$50.00 from Tier 1 to Tier 2, \$50.00 from Tier 2 to Tier 3, and \$100.00 from Tier 1 to Tier 3. The firm tier can also be downgraded at no charge at any time; however, no refunds will be given for any previously paid registration and/or annual renewal fees.
- All Firm Administrator Accounts must be activated within 60 days of registration or the account will be deleted, and the registration fee will be forfeited. If the account is deleted, the Firm Administrator must re-register and remit the appropriate registration fee again.
- If it is determined that a Firm Administrator Account is unauthorized, there will be no refund of any of the registration fee and/or annual renewal fee.
- The Firm Administrator Account runs from January 1 through December 31 each year. The initial registration fee will not be prorated. For instance, if a Firm Administrator Account is opened on July 1, the entire registration fee will be due even though the account will expire on December 31 of the same year. The renewal fee will be due before the December 31 expiration date.
- Member attorney and staff accounts linked to the Firm Administrator Account will expire on December 31. Attorney and staff renewal fees paid prior to becoming a member of the Firm Administrator Account will not be refunded.
- I must alert the MEC Helpdesk of any errors in billing within 30 days of the date of the invoice. After 30 days, it will be assumed the invoice is correct.
- Firm usage is billed quarterly with payment being due by the 15th day of the same month.
- Firm invoices that contain a summary of the member attorney invoices are sent on a quarterly basis. Electronic statements will be emailed to the email address submitted with this Firm Administrator registration request or subsequently updated as set forth above. Firm Administrators must remit payment online.
- Annual renewal notices for Firm Administrator Accounts, member attorney accounts, and staff accounts will be sent fifteen (15) days prior to the December 31 expiration date. Electronic statements will be emailed to the email address submitted with this registration request or subsequently updated as set forth above. Firm Administrators must remit payment online.
- Invoices that are not paid on time are subject to debt collection measures. These measures include, but are not limited to, referral to a private collection agency. Accounts that are referred to a private collection agency will be assessed substantial collection fees, including interest and attorney's fees, in addition to the outstanding debt owed.
- If there is a past-due balance associated with a Firm Administrator Account, the Firm Administrator cannot link any new individual MEC accounts until the balance has been paid in full.

- If there is a past-due invoice balance associated with an individual account, the individual MEC account cannot be linked to a Firm Administrator Account until the balance has been paid in full. This does not apply to past-due annual renewal or unpaid registration fees.
8. The Mississippi Electronic Courts reserve(s) the right to:
- Suspend service to any account in which the amount due is not paid by the due date.
 - Demand immediate payment, outside of the regularly scheduled billing cycles, of an account at any time that MEC determines the action is necessary.
 - Reject an account registration request that MEC determines to be related to a suspended MEC or PAMEC account.
 - Suspend service to an account if any part of the information provided to MEC as part of this account registration process is fraudulent. Information about such an account and any related accounts may be turned over to law enforcement authorities.
 - Suspend, reduce service, or otherwise restrict access to MEC or PAMEC of any account that causes an unacceptable level of congestion or a disruption to the operations of MEC or PAMEC, a Mississippi court or another MEC or PAMEC customer.
 - Suspend service to an account at any time that the Administrative Office of the Courts (AOC), MEC and/or a court determines the action is necessary to prevent fraud or to maintain the security of its computer systems and networks.
 - Require pre-payment as a condition to the resumption of service for any account
 - that has had service suspended or restricted for any reason;
 - with multiple instances of late payments; or
 - wherein a demand for immediate payment of fees incurred has been made.
9. MEC is supported by user fees. Any attempt to collect data from MEC in a manner which avoids billing is strictly prohibited and may result in criminal prosecution or civil action. Privileges will be terminated if, in the judgment of AOC, MEC, and/or judiciary personnel, they are being misused. Misuse includes, but is not limited to, using an automated process to repeatedly access those portions of the application that do not assess a fee (i.e. calendar events report or case header information) for purposes of collecting case information.
10. An account determined to be related to an account that has been subject to an action outlined above may also be subject to the same action. Accounts may be determined to be related based on information obtained by MEC during registration or other contact with MEC.
11. If these Terms and Conditions change in a significant way, information regarding the changes will be posted on the MEC website (www.mec.ms.gov). It is the Firm Administrator's responsibility to check these Terms and Conditions regularly for changes. Continued use of the system following the posting of changes will mean that the Firm Administrator accepts and agrees to the changes.